



FEMA



Emergency Management Professional Program

Basic Academy



Application for Admission

L0101 Foundations of Emergency Management

June 18-22, 2018 and July 16-20, 2018

**John Tyler Community College
800 Charter Colony Parkway
Midlothian, Virginia 23114**

EMPP Basic Academy

Emergency management is a complex and rapidly growing professional field that builds on a long history of disaster management. The necessity of developing a shared body of knowledge for all emergency management practitioners has become increasingly evident in recent times. To this end, the Emergency Management Professional Program (EMPP) Basic Academy was developed by FEMA's Emergency Management Institute in 2014. The purpose of the EMPP Basic Academy is to provide the emergency management community with an understanding of emergency management's current policies, practices, and lessons-learned as well as the skills and abilities needed to develop this important profession further.

The Virginia Department of Emergency Management (VDEM) is pleased to offer FEMA's Emergency Management Professional Program (EMPP) Basic Academy in the Commonwealth of Virginia. The EMPP Basic Academy is a five (5) course entry-level program for individuals pursuing a career in emergency management. It is also suitable for experienced emergency management personnel who want to expand their knowledge across all mission areas and contexts. The first course in the program is L0101 *Foundations of Emergency Management* and it should be completed first before enrolling in the four subsequent courses. These subsequent courses build on the introductory concepts introduced in L0101 to provide students with a more in-depth understanding in key knowledge areas.

EMPP Basic Academy Curriculum

L0101 Foundations of Emergency Management (10 days)			
L0102 Science of Disasters (3 days)	L0103 Planning: Emergency Operations (2 days)	L0146 HSEEP (2 days)	L0105 Public Information and Warning (2 days)

- **L0101 Foundations of Emergency Management (10 days):** This first course in the EMPP Basic Academy sequence is a two-week immersive, cohort experience. L0101 provides a shared classroom of adult learners and experienced instructors resulting in a holistic, baseline of knowledge fitting for both new as well as more senior emergency management staff. It is the cornerstone course in the Basic Academy and a required course for employees of the Virginia Department of Emergency Management.
- **L0102 Science of Disaster (3 days):** This course provides participants with an overview of scientific principles and concepts that come into play in the management of a wide range of disasters. Emergency management professionals should have a baseline understanding of biological, chemical, and weather related event. Students will learn the science behind events and disasters that shape our increasingly dangerous world.
- **L0103 Planning: Emergency Operations (2 days):** This course is designed to give students an introduction to the basic concepts and steps involved in the planning aspects of emergency operations. Planning is a critical component in the effective management of emergencies and their consequences. Building on the core principles introduced in L0101, L0103 provides learners with a more in-depth exploration of the planning process and its critical role in all phases of emergency management.
- **L0146 HSEEP (2 days):** This course provides a comprehensive overview of exercise design along with practical skill development in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP) Doctrine. This course uses activities that will give participants an opportunity to interact with many of the templates and other materials that are provided by the National Exercise Division to ensure exercises are conducted in a consistent manner.
- **L0105 Public Information (2 days):** This course introduces students to the role of the Public Information Officer (PIO) in emergency management. Students are also introduced to basic of the Integrated Public Alert and Warning System (IPAWS).

Application for Admission

L0101 Foundations in Emergency Management

Students interested in the enrolling in L0101 *Foundations of Emergency Management* should complete the enclosed application for admission and provide all supporting documentation. Admission to L0101 is selective; this ensures the success of each learner and helps create a class cohort with representation from a variety of emergency management areas. Admitted students will be notified when an admissions decision has been made. Only admitted students are authorized to register for Basic Academy courses.

Course Details: The *L0101 Foundations in Emergency Management* course requires two weeks (80 hours, 10 days) of instruction. It is designed to be an immersive learning experience so that participants have the opportunity to create the connections with colleagues that are so essential to an effective emergency management professional network. Students are expected to attend each full day and to be active learners and engaged participants in group activities. Participants must commit to both weeks of the course to enroll.

This course provides participants with a broad introduction to emergency management as a community of practice and as a profession. Emergency management is presented as a dynamic, multi-phased process that includes prevention, preparedness, mitigation, response, and recovery. Students come away with an understanding of roles, responsibilities, and legal boundaries in emergency management as well as how these relate to the concept of serving the Whole Community. Other course topics include:

- Emergency Management Administration and Organization
- Legal Issues; Technology Support
- Ethical Decision-making; Stress Management; Collaboration and Managing People
- Team Building; Influencing Styles and Approaches
- Intergovernmental/Interagency Contexts
- The Future of Emergency Management

Prerequisites: Interested students must complete the following four prerequisite courses offered by FEMA Emergency Management Institute. Independent study (online) courses as well as classroom-based versions of these courses are generally acceptable. To access these courses, see: <https://training.fema.gov/is/>. A copy of your certificates of completion for each of these prerequisite courses should be submitted with your Application for Admission.

IS-100.b *Introduction to the Incident Command System (ICS)*

IS-700.a *National Incident Management System (NIMS), An Introduction*

IS-800.b *National Response Framework, An Introduction*

IS-230.d *Fundamentals of Emergency Management*

NOTE: Previous versions of these courses with or without letter suffixes (.a, .b, etc.) are also acceptable but may not reflect the most current information.

FEMA Documentation: The L0101 course curriculum is a FEMA Emergency Management Institute program and, as such, requires participants to also submit a completed FEMA 119-25-1 form (Complete sections 1-21d only). Please sign your form; and the Training, Education and Exercises Division (TEED) will submit your form to the State Coordinator for approval. The FEMA 119-25-1 form is accessible online at <https://training.fema.gov/apply/119-25-1.pdf>. You also must have a FEMA Student Identification Number (SID). Click here to create one: <https://cdp.dhs.gov/femasid/register>. Submit your completed 119-25-1 form along with this application to VDEM TEED.

Notification of Acceptance: Applications for admission are reviewed several weeks prior to the start of class. Only applications with all required documents on file will be considered. Applicants will be notified of their admission status in writing. To accept an offer of admission to *L0101 Foundations in Emergency Management* students must reply to the Virginia Department of Emergency Management's Training, Education and Exercise Division by the deadline communicated in the admissions offer letter.

Travel/Meals

There is no course fee for *eligible* emergency management professionals who are admitted and enrolled in the *L0101 Foundations of Emergency Management* course. The cost of meals, transportation and lodging is the responsibility of the student.

Registration: Further information regarding registration, lodging, and other information for this class is provided upon admission to the course. Registration records are managed through the VDEM learning management system.

Application for Admission Checklist:

- ☐ Completed and signed Application for Admission
- ☐ Certificates of completion for four prerequisite courses
 - ☐ IS-100 *Introduction to the Incident Command System (ICS)*
 - ☐ IS-700 *National Incident Management System (NIMS), An Introduction*
 - ☐ IS-800.b *National Response Framework, An Introduction*
 - ☐ IS-230.d *Fundamentals of Emergency Management*
- ☐ Completed FEMA 119-25-1 form
- ☐ If applicable, other documents as identified by the Training, Education and Exercises Division

Return your completed application and supplemental documents to:

Candice Crockett, Academic Support Technician
VDEM Training, Education and Exercise Division
Candice.crockett@vdem.virginia.gov
804-897-9780



FEMA



Emergency Management Professional Program Basic Academy

Application for Admission

Use this application form to apply for admission to the EMPP Basic Academy's *L0101 Foundations to Emergency Management* course offered by the Virginia Department of Emergency Management on:

June 18-22 and July 16-20, 2018

800 Charter Colony Parkway

Midlothian, Virginia 23114

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: (____) _____

1. Place of employment: _____

Title/Position: _____

Department/Division: _____

Describe your current role and responsibilities.

2. Briefly describe any other experience you have in emergency management.

3. How does *L0101 Foundations of Emergency Management* align with your professional goals?

4. The L0101 Foundations course is the first of five in the EM Basic Academy. Do you plan to complete subsequent courses required for the EM Basic Academy?
- ☐ **Yes**, I am interested in completing subsequent courses required for the EMPP Basic Academy program.
- ☐ **No**, I am not planning to take additional courses for the EMPP Basic Academy at this time. I am only interested in completing the first course, L0101 *Foundations of Emergency Management*.
5. Have you completed and enclosed the FEMA 119-25-1 form?
<https://training.fema.gov/apply/119-25-1.pdf>
- ☐ **Yes**, my FEMA 119-25-1 form has been completed and is enclosed.
- ☐ **Yes**, my FEMA 119-25-1 form has been completed and submitted separately.
6. Will you require hotel accommodations while taking L0101?
- ☐ **Yes**, please send me the hotel information.
- ☐ **No**, I plan to commute to class each day.
7. **Special Accommodations:** If you require any type of accommodation, such as dietary, mobility, etc., please list them below so that the VDEM instructors and host facility staff are aware. _____
8. **Authorization/Signature:** The VDEM *L0101 Foundations of Emergency Management* course requires admitted student to attend the full two-weeks of instruction. Admitted students are expected to complete all assignments and projects including reading assignments and projects during and between the two weeks. Your signature on this application confirms all information on this application and in supplemental materials is factually true and accurate and that you have read, understand, and agree to fulfill the course expectations.

Signature

Date

Return your completed application and supplemental documents to:
Candice Crockett, Academic Support Technician
VDEM Training, Education and Exercise Division
Candice.crockett@vdem.virginia.gov
804-897-9780